

City of Williamsburg

Facility name: Public Works and
Utilities Department

Person resp	Prepared by	Reviewed by	Approved by
EMS 9/7/2004	EMS 9/7/2004	EMS 9/9/2008	DGC 9/10/2008

1 of 3

Revision no. 1

4.3.22 Identifying/Accessing Legal & Other Requirements

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Persons responsible:

Areas of application: Department of Public Works and Utilities Shop Complex

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Warning! The information in this document may be out of date and should be reviewed.

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1	9/7/2004	amended 5.2.1 to read (May subscribe) and added 5.2.7
2	9/10/2008	amended 5.3 see record

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4.3.22 Identifying/Accessing Legal & Other Requirements

1.0 Purpose

- 1.1 The purpose of this procedure is to ensure that all legal & other requirements associated with the environmental aspects of the City of Williamsburg Dept. of Public Works and Utilities activities and services are identified and to ensure the Director of Public Works and Utilities maintains access to these requirements.

2.0 Scope

- 2.1 This procedure conforms to ISO 14001-1996, Section 4.3.2, Legal and Other Requirements and covers the operations of the Dept. of Public Works and Utilities .

3.0 Responsibilities

- 3.1 The EMS Team is responsible for:
- 3.1.1 Ensuring all legal & other requirements that affect each division operating at the Dept. of Public Works and Utilities are identified;
 - 3.1.2 Maintaining access to these requirements;
 - 3.1.3 Maintaining section 4.3.21 Legal and other requirements in Case Ware or equivalent.
 - 3.1.4 Disseminating these requirements to the respective divisions;
 - 3.1.5 Staying abreast of changes in these requirements and identifying new requirements.
 - 3.1.6 Evaluating physical and/or operational changes at the Dept. of Public Works and Utilities to determine if new requirements are triggered.
 - 3.1.7 Communicate relevant information about the requirements to management and employees.
 - 3.1.8 Communicating proposed physical and/or operational changes to the Director of Public Works and Utilities;
 - 3.1.9 Refraining from making physical and/or operational changes, including the installation and use of stationary or portable equipment, prior to approval by the Director of Public Works and Utilities.
 - 3.1.10 Communicating environmental aspects of department operations or services to the Director of Public Works and Utilities.

4.0 Definitions

- 4.1 Refer to 3.0 ISO 14001-1996 Related Definitions

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5.0 Process

- 5.1 The Director of Public Works and Utilities will review the current list of environmental aspects for the Dept. of Public Works and Utilities. From this list, the EMS Team will develop a list of legal & other requirements that apply to the Dept. of Public Works and Utilities. The current list of legal & other requirements that apply to the Dept. of Public Works and Utilities is maintained on file and is found in section 4.3.21 Identify legal and other requirements in Case Ware or equivalent.
- 5.2 The EMS Team will obtain annual updates on pertinent environmental regulations from regulatory agencies. This is accomplished through multi media, internet accessibility, attending meetings, training, or by periodic written request for updated information from regulatory agencies. The EMS Team will stay abreast of legal & other requirements by:
 - 5.2.1 May subscribe to a monthly regulatory update service;
 - 5.2.2 Maintaining access to Federal Regulations applicable to the Dept. of Public Works and Utilities;
 - 5.2.3 Maintaining access to sections of the Virginia Administrative Code applicable to the Dept. of Public Works and Utilities;
 - 5.2.4 Periodically reviewing the changes to applicable requirements and evaluating their impact on the Dept. of Public Works and Utilities;
 - 5.2.5 Periodically reviewing, and updating where necessary, the list of applicable requirements; and
 - 5.2.6 Internet accessibility
 - 5.2.7 Industry journals, magazines, periodicals, (etc.).
- 5.3 The EMS Team stays abreast of proposed physical and/or operational changes to the Dept. of Public Works and Utilities so that additional legal & other requirements are identified and considered prior to the implementation of the changes by:
 - 5.3.1 Receiving written notification from division Superintendents of any proposed operational or physical change. An analysis of legal and other requirements must also be submitted prior to any change in aspects or additional products use.
 - 5.3.2 Conducting a legal & other requirements review on any proposed changes.
 - 5.3.3 Providing written review to Division Superintendents for proposed changes.

6.0 Reference/Related Documents

- 6.1 4.3.11 Environmental Aspects
- 6.2 4.3.21 Legal and other requirements - Worksheet